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MEMORANDUM FOR : Mr. Guy Vitale

THROUGH

: Head of CS Career Service

SUBJECT

: Notification of Approval of Request for

Voluntary Retirement

- i. I am pleased to inform you that your request for voluntary retirement under the CIA Retirement and Disability System has been approved by the Director of Central Intelligence.
- 2. Your retirement will become effective 28 February 1969 and your annuity will commence as of i March 1969. The annuity is payable on the first day of the month following that for which it accrued. You may be assured that every effort will be made to expedite delivery of your first check following completion of the administrative processing required to effect your retirement.
- 3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last calendar year if that amount is more than 30 days.

Robert S. Wattles
Director of Fersonnel

Distribution:

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(27 February 969)

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2. Standard Form 5 Life Insurance)		ersion Privilege, Federal	Employees' Group
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4. Standard Form 28	R02 (Application i	or Refund of Retirement De	eductions).
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Executive Registry

197-1150

1 7 APR 1969

Mr. Guy Vitale 1730 H Streat, N. W. Washington, D. C. 20006

Dear Mr. Vitale:

An you bring to a close more than twenty-six years of service to your country, I want to join your friends and co-workers in wisning you well and hoping that you find the years ahead filled with enjoyment and satisfaction.

It takes the conscientious afforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend my best wishes for the years shead.

Sincoroly,

Richard Helms
Richard Helms
Director

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MEMORANDUM FOR : Director of Central Intelligence

SUBJECT

Request for Voluntary Retirement Guy Vitale

- This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 4.
- 2. Mr. Guy Vitale, CS-08, Intelligence Analyst, Western Hemisphere Division, Clandestine Services, has applied for volun-10 tary retirement under the provisions of Headquarters Regulation 20-50j, to be offective 28 February 1959.
- 3. Mr. Vitale has been designated a participant in the CIA Retirement and Disability System and meets the technical requirements for voluntary retirement under the System. He is 51 years old with over 28 years of Federal service. This service includes over 2. years with the Agency of which 5 years were in qualifying service. The Head of the Clandestine Services Career Service and the CIA Retirement Board have recommended that his application for voluntary retirement be approved. I endorse these recommendations.
- 4. It is recommended that you approve the voluntary retirement of Mr. Cuy Vitale under the provisions of Readquarters Regulation 20-50]. .

Robert S. Wattles Director of Personnel

The recommendation contained in paragraph 4 is approved:

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Director of Central Intelligence

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MEMORANDUM FOR: Mr. Cuy Vitale

20 October 1965

THROUGH

: Head of D Cureer Service

SUBJECT

: Notification of Non-eligibility for Designation as a Participant in the CIA Retirement and Disability System

- 1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the system, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of ER 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the system may be designated participants as soon as possible.
- 2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you have 15 years or more of Agency service, but have not as yet performed 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in me way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.
- 3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees".
- 4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in floom 6E-1319 Hend-quarters (extension 6001). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case to formally considered by the Board. However, this request must be made within 30 days of the date of this memorandum.

Emmett D. Echols
Direc r of Personnel

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16. ADDITIONAL INFORMATION.		
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SECTION B PERFORMA	<u> </u>					-
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ake Into account everything about the employee which influence of specific duties, productivity, conduct on job, coasticular limitations or talents. Based on your knowledge of	operativene employee's	ss, pertinent overall perfo	personal tra rmance duri	its or hobit	s, and g pariod,	RATING
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NARRATIVE COMMENTS

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Mr. Vitale since he was assigned to me Anitially on a parttime basis and later as a full time assistant has performed adequately as an input analyst in addition to his proficient work as a Records Officer and General support assistant. quality of his input has been good and his production has helped considerably in cutting down the size of the input backlog. Mr. Vitale also continues to perform the Records Officers function for the branch with a sound knowledge of general records procedures. His attitude and attendance record continue to reflect a willingness to assist the branch in whatever way necessary. In addition Mr. Vitale's valuable background knowledge on a former vital portion of the branch's effort continues to be utilized to a considerable extent. He gets along well with his colleagues and contributes to the smooth running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily. SECTION D

SECTION D	CERTIFICATION AND CO	MENTS
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A. B.	AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	•
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UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN T	O EMPLOYEE, GIVE EXPLANATION
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DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OF PRINTED NAME AND SIGNATURE
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13 July 1968	C/JH/COG/OS	
		Thos. J. Earrett
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## SECTION C/Continued

## NARRATIVE COMMENTS

For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

Robert J. Weatherwax

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Convent on foreign language competence, if required for current position. Amplify or explain foldings given in Section B to provide best basis for determining future personnel action. Nanner of performance of morn period or supervivory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on it appliedle. If extra space is needed to complete Section Creates a space is needed to complete

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.

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SECTION D	CERTIFICATION AND CO	DAMENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A. I	B, AND C OF THIS REPORT
25 aug 67	SIGNATURE OF EMPLOYEE	
2.	BY SUPERVISOR	•
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
12		
25 August 1967	Section Chief, PM Operations	Ernest Chiocca
3.	BY REVIEWING OFFIC	IAL .

As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
20 440 4000		March 1 Sundayor
2 8 AUG 1957	C/WH/COG/MO	Robert A. Ortman

11 May 1960 File K-l;849

MEMORANDUM FOR: Chief, Records and Services Division

Office of Personnel

SUBJECT

VICALE, Guy, nmi

1. Cover arrangements are in process, and//// have been completed for the above-named Subject.

Chief, Central Cover Division

ce: SSD/OS

[4-13-40]

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"PAY ADJUSTMENT IN ACCOMPANCE WITH SECTIONS 212 AND 210 200 PC-200 AND EXECUTIVE DROVE 11419 PURSUANT TO ACTHERING FUCI AS FROMITED IN THE CIA ACT OF 1949, AS AMENDED, AND A-UCI DIRECTIVE DATED 9 ACTORER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTS 14 JULY 1968"

NAME VITALE GUY

14 00000

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\*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE GIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962,\*

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

OLD : SERIAL ORGN. FUNDS GR-STEP SALARY SALARY NAME GS 08 5 003620 51 500 VITALE GUY

PPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 CCTOBER 1967

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OFD NEH SERIAL ORGN. FUNDS GRESTEP SALARY SALARY

MPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 49-301 PURSUALT TO AUTHORITY OF LCT AS PROVIDED IN THE CIA ACT UP 1949. AS APENDED, AVE A-DOI POLICY DIRECTIVE DATED A OCTUBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENTS TO OCTOBER 1965

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01\_0 MEM SERIAL UPGN. FUNDS GRESTEP

VITALE GUY

1 65 560E M'g 3-65

51. 500 VITALE GUY 7. TYPE ACTION NEW SALARY RATE OLD SALARY RATE Grade GS 08 4 1 7.553 01/19/64 GS UN 5 1 7,781 01/15/06 / NO EXCESS LWOP / IN PAY STATUS AT END OF WAITING PERIOD / LWOP STATUS AT END OF WAITING PERIOD AUDITED BY CLERKS INITIALS I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. DAŢE SIGNATURE: **PAY CHANGE NOTIFICATION** (4-51)

PUH: 29 DEC 65

NOTIFICATION OF PERSONNEL ACTION **OCF** 2. RAME (LAST-FIRST-MIDDLE) 1. SERIAL NUMBER VITALE GUY 003620 S. CATEGORY OF EMPLOYMENT 4 EFFECTIVE DATE 3. NATURE OF PERSONNEL ACTION 12 28 65 REGULAR REASSIGNMENT . B. CSC 28 STHER LEGAL AUTHORITY 7. COST CENTER NO. CHARGEABLE W 10 CF PUNDS 50 USC 403 J 6235 1162 0000 CF TO CF CF to Y 18. LOCATION OF OFFICIAL STATION P. ORGANIZATIONAL DESIGNATIONS DDP/WH WH/C MIAMI OPERATIONS BR/PM SECTION WASH., D.C. 13. SERVICE DESIGNATION 12. POSITION NUMBER D 1506 INTELLIGENCE ASST 17. SALARY OR RATE 14. GRADE AND STEP 15. OCCUPATIONAL SERIES 14. CLASSIFICATION SCHEDULE (SS, LB, etc.) 7553 08 4 0301.28 GS 18. BEMARKS SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL 27. DATE OF LEI 24. Hagtes. | 25. DATE OF BIRTH 22. STATION | 29. INTEGREE 27. OFFICE CODING 19. ACTION 20. Empley. CODE 10 16 17 1 75013 51500 WH 10 37 SPECIAL 30. RETIREMENT DATA 34. SEX 33. SECURITY 32. CORRECTION/CANCELLATION DATA 11. SEPARATION DATA CODE 129. SPECIAL ATAG GOZ 83 12 27 67 40. SOCIAL SECURITY NO. 35. VET. PREFERENCE | 34. SERV. COMP. HATE | 37. LONG. COMP. DATE | 38. CAREER, CATEGORY LECTA L REVIUM LAZISTACE 39. 0 - 84:129 STATE FAX DATA FEDERAL TAX DATA PREVIOUS GOVERNMENT SERVICE JATA 42. LEAVE CAT. 43 JOHN ENECUTET, CODE C008 1 - YES 1 . NO BREAK IN SERVICE 2 . BREAK IN SERVICE CESS "NAS 3 YES? SIGNATURE OR OTHER AUTHENTICATION FORM 11-62 1150

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SIGNATURE OF OTHER AUTHESTICATION :

Form 11508 I-63 MFG 1-63 Use Previous Edition

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GROUP | Excluded from automatic dolorystriction decassition (4-5)

(Witten Filled In)

ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

## GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

			Per A	nnum	Rates	and	Steps			
CDARE -		<del></del>			5	6	7	8	9	10
GRADE	1	2	3	4			24 075	\$4 100	\$4,305	\$4,420
GS-1	\$3 385	\$3,500	\$3,615	\$3,730	\$3,845	\$3,900		4,555	4,680	4,805
	3,680	3,805	3,930	3,000	1,100					
~~	4,005			4,410	4,545	4,680	4,815	5,530		
	4,480	4,630		4,930	5,080	5,230	5,380		6,320	
~~				5,495	5,660	5,825	5,990	6,155		
GS- 5	5,505		5,875	6,060	6,245	6,430	6,615	6,800		
GS-6	6 050				6,850	7,050	7,250	7,450		
GS- 7	6,050				7,510	7,730	7,950	8,170		
GS- 8	1					8,445	8,690	8,935	9,100	10,330
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\$52**\*48%** 

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87\*793 AND DGT MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME

VITALE GUY

SERIAL ONGN FUNDS GR-ST SALARY SALARY
003620 49 300 V GS 08 3 S 6:500 S ALARY

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FORM 1150

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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW MY - 793 AND SOLI MEMORANGUM DATED I AUGUST 1956 . SALARY IS ACCUSTED AS ECLEDIS.

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PAY CHANGE NOTIFICATION

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ASSIGNED ORGAN. I. EMP. SERIAL NO. DOP/CF C WITALF SUY 503620 NEW SALARY RATE OLD SALARY RATE EFFECTIVE DATE LAST EFFECTIVE DATE BCAPS 09 60 3 5.520 GS 07 03 06 R 8.355 95 07 TO BE COMPLETED BY THE OFFICE OF COMPTROLLER S. NUMBER OF HOURS LWOP 1 46 excess taos S. CHECK ONE IF EXCESS LWOP, CHECK FOLLOWING: . II. AUDITED BY to. INITIALS OF CLERK IN LWOP STATUS AT END OF WAITING PERIOR TO BE COMPLETED BY THE OFFICE OF PERSONNEL 000 12. TYPE OF ACTION

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PAY CHANGE NOTIFICATION

560 OBSOLETE PREVIOUS EDITION REPLACES FORM 5600. AND 5606.

SECRET

OFFICIAL PERSONNEL FOLDER

IN ACCOMPANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED

1 AUGUST 1256. SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD NAME

SERIAL ORGN GR-ST OLD SALARY NEW SALARY

D VITALE GUY

P.S.I. . C.S.I. . PAT ADJUSTUREST

14. AUTHENTICATION

FGR# 8-68

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\$ 54355

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

NAR 57 1150a

Ji6/19/60

**SECRET** 

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Pre 1960 Notifications of Personnel action

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## 45 USE PREVIOUS EDITIONS

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#### SECTION C

#### NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvament of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain retings given in Section B to provide best basis for determining future personnel action; Magner of performance of managerial or supervisory detics and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate wheel of paper.

Mr. Vitale since he was assigned to me infitially on a parttime basis and later as a full time assistant has performed
adequately as an input analyst in addition to his proficient
work as a Records Officer and General support assistant. The
quality of his input has been good and his production has helped
considerably in cutting down the size of the input backlog.
Mr. Vitale also continues to perform the Records Officers
function for the branch with a sound knowledge of general records
procedures. His attitude and attendance record continue to
reflect a willingness to assist the branch in whatever way
necessary. In addition Mr. Vitale's valuable background
knowledge on a former vital portion of the branch's effort
continues to be utilized to a considerable extent. He gets
along well with his colleagues and contributes to the smooth
running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily.

SECTION D	CERTIFICATION AND COM	MENTS
1.	BY EMPLOYEE	
,	CERTIFY THAT I HAVE SEEN SECTIONS A. B.	AND C OF THIS REPORT
D/18/68	SIGNATURE OF EMPLOYER	2
2. 7	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION
9	·	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPEC CA BRINTED NAME AND SIGNATURE
18 Jaly .		Alva King
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFIC	IAL	
I concur in th	ne evaluation of this employe	ee as presented above.
•		
	•	
	•	
, .	•	11
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TIMED OR PRINTED NAME AND SIGNATURE
13 July 1968	C/NTH/COG/OS	Thos. J. Tire
	4-40-	

SECTION C/Continued

#### NARRATIVE COMMENTS

For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

Robert J. Weatherwax

							EMPLOTEE SERIAL NUMBER		
	i	FITNE	SS REPORT	<u>.</u>		·	003620		
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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position, seeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position, Amplify or explain ristings given in Section B to provide best bosis for determining future personnel action. Manner of performance immangerial or supervisory duties and cost consciousness in the view of personnel, space, equipment and funds, must be commented on the position. It extra space is needed to complete Section C, attack a separate sheet of paper.

Mr. Vitale continues to perform his duties as an operational this background knowledge of Cuban

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.

	<u> </u>
CERTIFICATION AND CO	MENTS
BY EMPLOYEE	
ERTIFY THAT I HAVE SEEN SECTIONS A, B	, AND C OF THIS REPORT
Sun Type	
BY SUPERVISOR	
IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
• 9	•
Section Chief,	Ernest Chiocca
	IAL V
	BY SUPERVISOR  OFFICIAL TITLE OF SUPERVISOR

COMMENTS OF REVIEWING OFFICIAL

As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-2 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

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ATE	-	•	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
	3 8 AUG 1957		C/WH/COG/MO	Robert A. Ortman	_

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	NARRATIVE COMMENTS	
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Indicate significant strengths or would	to for improvement of work belterentiday, G	ive recommendations for framily
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applicable.	JIII /h A na gu irc.	

Mr. Vitale's principal qualification is his background knowledge of the operational history of Cuban paramilitary operations. This has afforded the branch considerable continuity. He is a very willing worker who gets along well with fellow employees. His knowledge of and experience in handling records and locating material makes him valuable in headquarters support of WH/Cuba paramilitary case officers — a task he performs in a loyal and dependable manner.

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SECTION D	CERTIFICATION AND COM	WENTS .
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i ce.	RTIFY THAT I HAVE SEEN SECTIONS A. B. A	MU C OF THIS REPORT
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2.	BY SUPERVISOR	EMPLOYEE, GIVE EXPLANATION
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	BY REVIEWING OFFICIAL	
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COMMENTS OF REVIEWING OFFICIAL	pportunity to observe su	bject's performance closely
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cult, if not imposs	a GS-8 level, and I rec	commend his position title be which he performs capably.
Intel Assistants at	ort Assistant, a role in	which he performs capably.
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05 Tuly 1966	C/WH/C/MO	Robert A. Ortman
25 July 1966	C/ HIL/ C/ MO	7

FITNESS REPORT							003620		
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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper particles, their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Cummon overall performance competence, if required for current position. Amplify or explain ratings given in Saction B to provide best on foreign language competence, if required for current position. Amplify or explain ratings given in Saction B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if U!'L & J 12 00 PK 185 applicable.

Mr. Vitale's longevity on the project makes his services increasingly valuable. This is particular true in briefing and orienting new officers. He continues to do an exceptional job car in assisting his office on a most complex project whose em many of his colleagues have transferred primarily because of the many demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. Although Mr. Vitale has no supervisory responsibilities and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity. Because Mr. Vitale's job and performance have remained almost exactly the same as during the previous year, this fitness report is also very similar.

	CERTIFICATION AND COM	WEIAIO
SECTION D	BY EMPLOYEE	
10	CERTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS REPORT
13 July 65	SIGNATURE OF EMPLOYED	<u> </u>
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	BY REVIEWING OFFICE	AL
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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explicitly a tive in section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervised dutter heart be described, if

# MAIL ROOM

Mr. Vitale continues to do an exceptional job in assisting his office on a most complex project. His longevity on the project, coupled with his continued objectivity, makes his services increasingly valuable. This is in contrast to many of his colleagues who have transferred because of the many extreme demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. In addition, and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity.

SECTION D	CERTIFICATION AND CO	MENTE
1.	BY EMPLOYEE	WWEI412
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ION TAIR BULLET	V BY SUPERVISOR	
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ATE	OFFICIAL TITLE OF SUPERVISOR	
15 7.1. 1001	· ·	TYPED OR PRINTED NAME AND SIGNATURE
15 July 1964	C/WH/SA/MOB/PM	Calvin W. Hicks
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9	AUG 1963		•						•		1 1

SECTION C MARRATIVE COMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of with performinges. Give recommendations for training. Comment on foreign language competence, if required for current position. Military of plant for every in Section B to provide best basis for determining future personnel action. Manner of performance of managerial of superitiony duties must be described, if applicable.

Subject continues to do an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources.

During the past year subject has continued to be a most cooperative, loyal and willing worker on a project that due to its nature is more frustrating, and demands more with less apparent return than most projects. As on his previous fitness report, I have rated him very high, primarily due to the fact that have made him of many years experience with the Agency have made him of much more immediate value than most of his collegues in the GS 7-9 level. Consequently, although he has made G3-8 within the past year, I feel he is still undergraded and should be promoted to G3-9 at the carliest opportunity.

SECTION D	CERTIFICATION AND COMM	ENTS					
1.	BY EMPLOYEE						
i, ≥ 1 CE	RTIFY THAT I HAVE SEEN SECTIONS A. B. AN	ID C OF THIS REPORT					
Date 13,63	Juny Vitale						
2. /	8Y SUPERVISOR						
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 22 mths.	IF THIS REPORT HAS NOT BEEN SHOWN TO B	MPLOYEE, GIVE EXPLANATION					
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		Calmi a phok					
12 June 63	DC/SAS/MOB/FM	Calvin W. Hicks					
1	BY REVIEWING OFFICIAL						
COMMENTS OF REVIEWING OFFICIAL							
While not wish	ing to detract from the v	value of subject's duties					
or from the manner as to whether the n if they were perfor additional duties o	in which he performs then sture of his duties warra med in an outstanding man f a more demanding nature weigh his performance und	n, I do have strong doubts ant promotion to GS-9 even mer. During the next year will be placed on subject					
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE					
1.1121.3	C/SAS/MOB/FM	Charles W. Matt					

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probation, to reassignment or to separation. Described A - Adequate Performance meets all requirements to be selected.	ribe action taken or	proposed in	Section C.	ing, to placing a
A - Adaquate Performance meets all requirements. It is entirely excellence.	satisfactory and is	éharacteri za	d neither by	deficiency no
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nner in which employee performs EACH specific duties performed during the th supervisory responsibilities MUST be rated on their ability to super	e rating period. Int	ort rating la	Har which b	est describes the
th supervisory responsibilities MUST be rated on their ability to supe	erviso (indicate num	ber of empl	or mar dul	y. All employee
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SECTION C . NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. Size recommendations for training. Comment on foreign language campetence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if opplicable.

Subject has done an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources concerned.

He at all times has been a most cooperative, loyal and willing worker with good security habits. Although, he does not have the ambition or drive to get to the top of the ladder that many younger officers may have (not everybody can or wants to be Chief, but can still be one of the best indians in the business), his great store of general knowledge and many years of agency experience have made him of much more immediate value than most of his colleagues in the GS-7-9 level, and it is because of this that he has received such a high rating. Consequently, it is recommended that Mr. Vitale be promoted to the next higher grade at the earliest opportunity.

SECTION D	CERTIFICATION AND COM	MENTS
	BY EMPLOYEE	
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DATE	OFFICIAL TITLE OF SUPERVISOR	TTPED OR PRINTED NAME AND SIGNATURE
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	BY REVIEWING OFFICIA	<u>L</u>
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21 August 1962	DC/TFW/PM	C.W. MATT

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FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

(4)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employed for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assyming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and B to provide the best basis/for datermining luture personnel actions:

Subject is very versatile and can be utilized effectively on an assignment involving heterogeneous duties. His ability 10/fnuction as an agent handler is extremely commendable. Subject is able to communicate equally well with "high or low level agents." He further demonstrated his usefulness in the preparation of research papers and the maintenance of files. Supervisor feels that Subject's productivity and effectiveness is dependent on whether he is in a position that he personally likes (It should be noted that Subject is 44 yrs old).

Subject has demonstrated that he can assume greater responsibilities. (During the period covered he travelled to Puerto Rico and New Orleans on assignments not under control of the Supervisor)..

SECTION F	CERTIFICATION AND	COMMENTS
1	BY EMPLOYEE	
1 ce	ertify that I have seen Sections A, B,	C, D and E of this Report.
2x Foly 62	SIGNATURE OF EMPLOYEE	Lu .
2.	BY SUPERVISOR	Y
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION  7 MONTHS	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
	IF REPORT IS NOT BEING . DE AT THE	S TIME, GIVE REASON.
EMPLOYEE UNDER MY SUPER	VISION LESS THAN 97 DAYS	HEPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):		
12 FEB 62	OFFICIAL TITLE OF SUPERVISOR	THENIAS G. CLINES
3.	BY REVIEWING OFFI	CIAL
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13 Feb. 62	OFFICIAL TITLE OF REVIEWING OFFICE  # AN PRODUCTION OF THE PROPERTY OF THE PRO	TYPED OR PRINTED NAME AND TOWARD FE Address of TRANSCORPELS (FLEN'S ,) FARISWILLIAM

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SECTION E

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23 Nov 60

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21 Nov 60 C/EE/G/S8	&T	Herbert W. Natzke
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I CUMING CONCENTRAL FARESCRIPTIONS COMMITTEE	SUFFICIENTLY FAMILIAR WITH	1 THE EMPLOYEE'S PERFORMANCE.

SECRET

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/EE/Germany

# Section 3. Comments of Reviewing Official:

This employee had no qualifications for assignment in the German desk or German operational field. He was carried in the German Branch in a casual status while an assignment suitable to his talents was being located. The fitness report for the period of his duty with the German Branch is accordingly only a record of the fact that he loyally and diligently carried out assigned tasks to the best of his ability.

William J. Graver Chief, EE/Germany

SECTE

Pre 1960 Fitners Report

2 June 1960

MEMORANDUM FOR: Chief, EE Fersonnel

SUBJECT : Commendation - Mr. Guy Vitale

1. The Eastern European Division Logistics Office vishes to commend Mr. Guy Vitale for the manner in which he conducted himself while on temporary assignment in this office. Rather than sit idle awaiting a new assignment, Mr. Vitale volunteered his services and was given various logistical general services Jobs and duties which he carried out with enthusiasm and effort rarely seen in a person in his status. We found him as an enthusiastic-willing worker who gave selflessly of his time and showed a strong devotion to duty.

2. A copy of this commendation should be made a part of the employee's permanent 201 file.

Chief, Ed Logistics

SECTE

Pte 1960 FRQ & Certifications for insurance and retirement

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PREVIOUS GOVERNMENT

SERVICE RETURNED TO

FEDERAL RECORDS CENTER IN

ST. LOUIS, MO.

DATE MAY 1970